500 Help Wanted

SWIM COACH
Start September thru March. Practice Mon.-Wed.-Thurs., meets on Saturday. All applications reviewed by Sept. 1.

GYMNASTICS INSTRUCTOR
Up to 16 hours per week.

Apply:
LIVONIA Y
12325 Hubbard, Livonia

SWITCHBOARD OPERATOR- experienced for afternoon shift for large volume local office. Call Mrs. Lindsay Lee of Southwestern Bell Telegraph.

TEACHER - Child Care Center in Rochester, part time, early childhood degree required. 852-2820

TEACHERS AIDES
needed for pre-school and lower elementary. Interviews will be conducted at 10:45, W. 10 Mile, Farmington. Tues., Feb. 28, July 18-Aug. 1. Located next door to the Original Pancake House, behind the church.

TEACHERS - & Music Specialists, Jewish Parents Institute, a secular Sunday school of Jewish history & culture, affiliated with the Jewish Community Center of Metropolitan Detroit, has openings for the 1984-85 school year. Please contact the JPI office at 541-1900 ext. 119 or

TEACHERS NEEDED for day care centers in Farmington Hills. Early childhood degree or experience and references need apply. Calls accepted between 12:30-4:30pm. 474-6092

TEACHERS
Plymouth Nursery school accepting applications for experienced teachers, aides. Call for appt. 453-5530

TEACHER WANTED for toddler age, mixed half-day schedule. Montessori degree & some experience. Red Ball Children's Nursery, 34303 Ford Rd., Westland. 728-5371

TELEPHONE CANVASSER
Experienced, for Southfield company. 557-1110 559-1450

TELEPHONE OPERATORS
Days, evenings, midnight shift. Hill Irish, Southfield area.

Telephone Sales

Part-time indefinite assignments available in Southfield area. Must have own transportation and flexible working schedule. Some sales experience necessary. Call for appointment.

559-0300
19668 W. 11 Mile
Lathrup Village
KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

TELEPHONE SOLICITORS
Part time Evenings
Plymouth. No experience necessary. Call 459-8660

TOOL & DIE MAKERS
-Die Maker, days
-Die Maker, days & nights
-Punchmaker, days
-Tryout, days & nights
-Journeyman (or prove experience)
DYA Plant - Ypsilanti
Liberty Tool & Engineering
Maple Road, 1 mile W of Haggerty
Walled Lake

TOOLMAKERS
Experienced gage makers only. Modern shop, excellent benefits. Mistral Tool Corp, 2431 Pontiac, Auburn Park 373-1120

TRAINERS to teach job skills to mentally & physically handicapped adults, must have experience working with these population; MORC training preferred. Please forward resume to Western Wayne, 117 Park, Pontiac, MI 48053.
An Equal Opportunity Employer

TRAVEL AGENT, experienced only, part time, no commission. Bloomfield area. 644-6760

TRAVEL AGENT - Bus & management growing agency. Excellent benefits, excellent commission. Domestic & international. Ask for Ilene. 464-1664

TRAVEL AGENT - 3 years minimum experience, computer knowledge required, Immediate opening. Southfield agency. Gateway Travel 353-8020

TRUCK DRIVER
Able to drive Semi & straight truck. Only the dependable need apply. Apply 12 noon - 4pm only. 273-6255

TURRET LATHE OPERATOR
(PART TIME) 2 to 6 pm, Mon. thru Fri. W & S. Must be familiar with all types of tooling & set-up. 537-1380

UNDERGROUND LAWN Sprinkler Service Person and Installer. Experienced. Hourly wage plus overtime. 478-4380

UPHOLSTERER APPRENTICE
Some knowledge of upholstery helpful, but not necessary. Pleasant, permanent position. Ray Interiors, 478-7373

UPHOLSTERER WANTED
Full or part time
Must be experienced
Plymouth 453-3290

VINYL DISTALLER
Experienced, must be reliable, older gentleman preferred. Garden City area. 522-9535

WAREHOUSE SPECIALIST
ENTRY LEVEL POSITION
If you're capable of working with minimal supervision, self motivated, able to do a great job and interested in ground floor opportunity this could be the position for you. The Fastener House, a growing distributor of fasteners of HAW has an immediate opportunity at our Livonia facility and the position is for shipping & receiving, material handling, operator's processing. Some fastener experience helpful. College degree preferred. Excellent opportunity for advancement into inside sales. Accepting applications daily between 3-4.

TITE FASTENERS
A Division of
Russell, Burdsall & Ward Corp.
31831 Schoolcraft, Livonia

500 Help Wanted

WINDOW WASHER
Part or Full Time
College Student Preferred
Cardinal Window Washing: 314-4777

WOMAN WANTED - Light clerical work for painting, also, need 2 clean-cut men for Driver for movement of boat on location. Apply at Detroit C.E. Patland Co., 17175 Auburn, Detroit, on W.R.D. Aug. 1, 2, 3 from 9-4.

YOUTH ADVISOR to work with junior high young people age 11-14. Starting Sept. 1, 1984. Approximately 20 hours per month. Send resume by Aug 6 to Search Committee, North Congregational Church, 28175 Northwestern Hwy. Southfield, 48075

$260 PER WEEK

CALL MONDAY OR TUESDAY
Advertising, Marketing, Telephone, Sales Helps, Management Trainees. New unlimited marketing campaign has created openings. All positions lead to management within 6 months to 1 year. Company training, good salary and benefits.
AIKM MASTER INDUSTRIES
537-1119

502 Help Wanted Dental-Medical

AIDES
HOME CARE AGENCY
Work days Mon. thru Fri. Immediate openings for aides with hospital, nursing home or home care experience. Excellent pay, mileage reimbursement.
UPJOHN HealthCare Services
Home Care Days
445-3007

Assistant Office Manager for large dental office. Good opportunity for person with general managerial background. Salary commensurate on professional ability. Call Mr. Ingall, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT part time, oral surgery office, Birmingham area. Must be personable, reliable, and have dental background. Call between 11-1pm 647-7336

ATTENTION NURSES! A progressive, innovated health care facility is looking for sharp, competent professionals to be part of our growing team. Contact Oak Hill Care Center for further information. 477-7272

ATTENTION NURSES AIDES & ORDERLIES - our outstanding health care facility is growing. Be part of an exceptional team in professional care. Oak Hill Care Center for further information. 477-7272

ATTRACTIVE Southfield medical office seeking organized, dependable, experienced individuals. Positions open - Front Office and Medical Transcriptionist. Send resume to Mr. I. McMillan, 17199 W. 12 Mile, suite 3, Southfield, MI 48075.

BUSY OB/GYN office has an immediate opening for part time receptionist with 1 year of front office experience. Ask for Gina 537-7090

CDA's & RDA'S
Your skills & knowledge are Valuable. We have permanent full time & part time positions in your area. Let us find your ideal office. Free paid.
Call Dental Connections, 855-1315

CLINICAL POSITIONS
IN COMMUNITY
HEALTH SERVICES

RN - part time. AD/BP/BSN know health field - or medical systematic implementation of nursing care plan

RN - part time. BSN, work emphasis participate in quality control of field service, home care program, patient care orientation.

Opportunities in Oakland, Independence, Waterford, Pontiac, Commerce, Troy, Royal Oak, Southfield, Farmington Hills, Milford, & Lyons, Novi.

Western Wayne, Livonia, Inkster, Hamtrac, Van Dyke.

City of Detroit

Near city, Dearborn, Dearborn Hts, Redford, River Rouge, Lincoln Park, Allen Park.

Call 423-8500
Health Care Professionals, Ltd.

DENTAL ASSISTANT - part time. Mature person needed for Troy dental office. Experience in assisting, insurance forms & general office procedures a must. Call. 689-8818

DENTAL ASSISTANT
Experienced. Full time. Pleasant office. Farmington Hills. 477-8588

DENTAL ASSISTANT - Experienced preferred for oral surgery practice. Will consider medical assisting experience. 559-3156

DENTAL ASSISTANT
C.D.A. Farmington Hills. Full time. Mature, ambitious, enthusiastic personality. Pegboard, typing. 855-3414

DENTAL ASSISTANT
With train person with no experience, minimum wage to start with regular increases thereafter - Dates area. Call between 8-5 536-3382

DENTAL ASSISTANT - Chalmde for busy general practice in Livonia - Westland area. Some experience in a dental office, based on mature, happy central person eager to learn. Some evenings & Saturday. Call between 10am-4pm. 425-5378

DENTAL ASSISTANT
Experienced in Eastside office. Must have experience. 371-3128

DENTAL ASSISTANT - Enthusiastic, motivated person with background in general dentistry preferred. Full time or part time. Call Carolyn Clarke office. 397-1021

DENTAL ASSISTANT
Part time needed for Troy office. Experience preferred. 362-5150

DENTAL ASSISTANT with orthodontic experience. Will train person with good attitude. Non-smoking, salary and benefits. 851-2021, 549-1115

DENTAL ASSISTANT
Experienced only. Full time job busy West Dearborn office. Fringe benefits. 562-8445

DENTAL ASSISTANT for Farmington Hills Specialty office. Experience required. B.C.B.S. Salary commensurate with experience. 553-3323

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Outgoing and cheerful. Experience preferred. One person office. Beautiful area. Own transportation. 538-2464

DENTAL ASSISTANT/Receptionist - Livonia area. Experience preferred but not necessary. Good working conditions & hours. 464-1227

DENTAL ASST
for progressive prosthetic oriented office. Full time. Experienced only. Good salary. Benefits. 453-5440

DENTAL ASST. wanted for a progressive, congenial office. Full time. Experience preferred. General dentist, 10 Mile/Orchard Lake area. 476-1330

DENTAL CHAIRSIDE ASSISTANT - for office one day a month increasing to expanded duties. Rochester 652-1910

DENTAL FRONT DESK Receptionist for busy Livonia dental office in Dearborn-Hts. area. Experience in DOCS preferred but not required. Approx. 25-32 hours, 2pm to closing and Sat. Call 278-6180

DENTAL HYGIENIST
For busy office. Full or part time. 476-3620

DENTAL HYGIENIST
Experienced hygienist needed for progressive Livonia dental practice, part time/full time. 464-0300

DENTAL HYGIENIST, Oak Park, part time. Good salary and hours. Established recall practice. Experience preferred. 968-5360

DENTAL OFFICE MANAGER needed for a mature, friendly Troy family practice. Must be personable, reliable, and have initiative. Experience preferred. Please call days, Mon. thru Fri. 689-9812

DENTAL office, experienced person part time general office procedures and some chairside assisting. Southfield area. Must have references. Call 557-3868

DENTAL OFFICE
Perfect Part Time Opportunity
Do you relate well with people? Do you thrive on excitement? Do you see yourself in the Health profession? Do you see yourself as a Helper? If so, please phone Pat Or Adele, Mon., Tue., 7-9, to arrange for an interview. 442-6151

DENTAL RECEPTIONIST
Must be an experienced responsible person. Northwest area. 347-1166
or Eves: 261-8923

DENTAL RECEPTIONIST
for orthodontic office in Lathrup Village, full time employment for mature person, must be experienced type & enjoy children, experience in medical or dental office preferred. Call 559-1450

DENTAL RECEPTIONIST For progressive prosthetic oriented practice, full time. Westland area. Must have dental office experience. 425-5440

DENTAL RECEPTIONIST - Full time opportunity in our busy efficient (competentized) pediatric office. Mature experienced (minimum 2 years) motivated & career minded. Please send resume to: 5677 Elizabeth Lake Rd. Ste. 101, Pontiac, MI. 48054

DENTAL RECEPTIONIST
For progressive & friendly dental office. Full time. Send resume to: Larry J. Lawson, DDS, 19600 Farmington Rd., Livonia, MI. 48152. Or Call 474-6140

DENTAL RECEPTIONIST
Experience required, must have experience in dental insurance billing, pegboard system, typing. Computer experience & medical insurance knowledge a plus. 559-8190

DENTAL RECEPTIONIST, part time, mature person, work experience. Call Mon thru Fri, 10am-11am, or 3-4pm only. Fleetwood Terrace 421-8496

DENTAL RECEPTIONIST
Full time, evenings and sats included. MUST have experience with Medicaid insurance and pegboard. Redford/Dearborn Heights. 840-3343, 831-7860

DENTAL RECEPTIONIST
Full time dental receptionist needed for Troy office. Previous dental office experience preferred. Should have knowledge of pegboard, appointment book, insurance. Some typing. 362-5150

DENTAL RECEPTIONIST
Several full time positions open. Pegboard, phone, billing and typing experience helpful. Call 557-7200

DAVIS-SMITH
DENTAL PROFESSIONAL SERVICES
557-7200

ENTRY LEVEL RESEARCH ASST.
position open for medical diagnostic reagent manufacturer; 2 years of college biology, M.T., or 1 with experience or lieuter future experience. Apply:

Contact Barbara at 253-3622

ESCORT AIDES
Reliable, compassionate persons needed to escort Medicaid patients to clinic appointments. Transportation provided from Harbinton to clinic. Must provide TB test results, note from MD stating health status when applying. Call 534-6366
Health Care Professionals, Ltd.

EXPERIENCED DENTAL ASSISTANT for progressive Birmingham office. Excellent salary and benefits. Call 642-8420. After 5pm, 531-6848

EXTREMELY busy Clinton office is looking for a front desk person willing to learn all challenging. Dental insurance a must. Computer experience preferred. Please send resume to the Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FREE CLASSES

Free classes For Home Health Aides with extensive experience in hospital or nursing home. Home Health Certificate on completion of course requirements. Immediate openings Eastside/Downtown, Westside Wayne, downtown, Royal Oak, N. Oakland County.

Join us - H.C.P Ltd.
Call Rosa - 423-6500 -

HYGIENIST - Full time position with busy practice. Non-traditional setting, assisting knowledge helpful, supervisory potential. Fee / Salary.
Call for interview 10am-5pm.
Dr. Gerstenberger 553-1315

INSURANCE PERSON needed with experience in bookkeeping & billing for general dental practice. Work in pleasant friendly surroundings with a special staff. Part time, 2 or 3 days per week. 533-3323

MAINTENANCE PERSON, experienced in service home maintenance preferred. 3-4 days a week. Must have good qualifications.

HANDYMAN.
Livonia Nursing Center, 28910 Plymouth Rd.

MALE ATTENDANT needed for Rest Park area. Twin Cars for Mentally Retarded Adult. (1) Year experience required. Allen, 1-4pm. 538-5400

MA, RN, OR LPN to teach theory and clinical procedures in medical assisting in a private vocational school in Livonia, Mon-Fri, 8:30AM-12:30AM. 3 years experience in a busy or doctor's office required. Call 474-4170

MATURE MEDICAL RECEPTIONIST part time, for busy Ob-Gyn Southfield office. Call 354-6366

MEDICAL ASSISTANT
Must have X-Ray experience. Full time. Westland area. Call 637-6321

MEDICAL ASSISTANT needed for busy office, part time, approx. 16 hours. Livonia/Plymouth area. Call Terry, 15-noon. 591-3614

MEDICAL ASSISTANT/BILLING
Experienced only. Mon. X-ray, Lab and Tech work. Call Between 10AM-4PM. 348-6313

MEDICAL ASSISTANT
Experienced in work part time in Doctor's Southfield office. Position starts Fall, good opportunity for career minded person. Send resume to: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
For big M.D.'s practice. W. suburban area. Exp. Internal Medicine, Ergo, EKG and Lab tech. Good pay, good benefits. Call Mrs. Ingall, 557-7200 ext. 1 or 1-800-292-7200 (Outside Metro Area)

DAVIS-SMITH
MEDICAL PROFESSIONAL SERVICE
557-7200

MEDICAL SECRETARY/RECEPTIONIST
Full time position for busy Internal Medicine office. Must have good typing skills. Call 557-7200

502 Help Wanted Dental-Medical

MEDICAL OFFICE ASSISTANT ("Friday") Experienced in front office procedures, typing, insurance billing, insurance & computer a must. Must be reliable, dependable, & have a pleasant Birmingham Internist office. Must be available 4 full months. Call Karen between 9-12 noon weekdays. 642-7400

MEDICAL - permanent, mature, experienced, well groomed, well versed in medical terminology, medical secretary, typing and dictation. Resume to: Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Experienced. Part or full time position available for clinic in Livonia. 591-0433

MEDICAL SECRETARY for Livonia GP. Experienced with Michigan Blue Cross forms, medical terminology necessary. Must be able to come in and take over. Call Jan between 10 am and 3 pm. 427-5530

MEDICAL TRANSCRIPTIONIST
Central Station Hospital is completely. Must have recent experience transcribing H&P's, D&C's, Path, Op Reports, recent of your home or in a pleasant office. Call 540-3666

MEDICAL TRANSCRIPTIONIST
Temporary basis, indefinite length of time. Experienced, only. Call for details at 611-1300, Ext. 177.

MEDICAL TRANSCRIPTIONIST
Earn extra money. Work by the day, week, or month. Flexible hours. Come in for an interview and register with us.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

NURSE AIDES
EXPERIENCED
Current nurse aide applicants at the finest nursing facility in Oakland County. Apply in person, Mon. thru Fri. from 9-5.
Farmington Nursing Home
30405 Folsom Rd.
Near 9 Mile & Orchard Lake

NURSE AIDES
If you are looking for a Home Aide/Orderlies, we have several positions available in all shifts. Flexible working conditions. Apply within Mon. thru Fri. between 1 and 4pm. No phone calls please.

Four Chaplains
Convalescent Center
28349 Joy Rd. Westland

NURSES AIDE - experienced, for elderly patient in Southfield. 557-1744

NURSES AIDE SUPPORTS
Available Part Time, all shifts. Small homes in Livonia & Canton. Call Mary at 19 AM-3 PM. 459-7969

NURSES AIDES
full or part time for shifts 7am to 3pm or 3pm to 11pm. Apply in person Mon. thru Fri. between 10-4. Country Convalescent, 180 Kennedy, Plymouth.

NURSES AIDE
Weekend positions available for experienced trained aides. Will be required to complete weekday orientation program. Apply in person, Hospice Wood Nursing Home, 5343 Newburgh (at Ann Arbor Trail), near Joy Rd. No phone calls please.

NURSES AIDES
Accepting applications for afternoon & midnight shift. Experienced only. Apply in person, Valley Continued Care Center, 32900 Vassar, Livonia, MI. 63134

NURSES
NURSE AIDES

Special opportunity to do homecare or adult foster. One year clinical experience in last 3 years needed. Top pay rate. Oakland or Macomb County

Call Mrs. Ingall, Observer Newspaper
Oakland Mon. thru Fri. 645-7000
Macomb Mon. thru Fri. 776-1976

NURSES & ORDERLIES
ALL SHIFTS
Positions available
Experienced and inexperienced.
338-7161

OPTOMETRIC OPHTHALMOLOGIST CAL Assistant or Optometric Tech. Experienced in C.L. Lensmeter and Opthalmoscope. Full time. Call Dr. Stein or Linda. 348-9420.

ORAL SURGERY CLINICAL ASSIST. Experienced, for busy Southfield and Birmingham offices. Please Call 557-7200

ORTHODONTIC ASSISTANT, Experienced, full time, for local dental center. Please call between 8-5 Mon. thru Fri. 557-1700

PARAMEDICS
Immediate openings for full time Licensed Advanced Emergency Medical Technicians, for Oakland County area. Apply at Paramed Inc., 2300 Woodward, Bloomfield Hills. 335-3150

PART TIME LPN
For Dearborn office. Injections, venipunctures, and EKG's. Flexible hours.
DAVIS-SMITH
MEDICAL PROFESSIONAL SERVICE
557-7200

PHONE COUNSELOR, part time, in NW Detroit doctor's office. Mail review & billing. Send resume to: 14401 Grand River, Detroit, MI 48227.

PHYSICIAN ASSISTANT
to work part time with busy Rheumatologist. Call and ask for Robbie. 855-0095

PHYSICAL THERAPIST/PT Assistant. Needed for private out-patient clinic in Bloomfield Hills and Nursing Home in Farmington.

POSITION available for full time Hygienist in Wayne area. Please send resume to 32015 Michigan Ave. Wayne Michigan, 48184

PRODUCTION CHEMIST & RESEARCH CHEMIST
Positions open for medical diagnostic reagent firm. Excellent benefits. Contact Barbara at 253-3622

QUALITY CONTROL TECHNICIAN
M.T. desirable for quality control position in medical diagnostic reagent manufacturer. Full time, excellent benefits.
Contact Barbara at 253-3622

RECEPTIONIST part time, oral surgery office. Birmingham. Very pleasant, 3-4 days a week. Must be organized. Call between 11-1pm 647-7336

RECEPTIONIST, full time. Neurological office. Pleasant working conditions. Send resume to: 716 W. Lincoln, Birmingham, MI. 48009

RECEPTIONIST
FOT OFFICE. Send resume to: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY, part time or dental hygiene office. Pleasant working conditions. Hills & Northville area. Send resume to: Box 999 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED X-RAY TECHNICIAN
Full time position available in busy X-Ray Clinic. Must be registered X-Ray Clinic. Must be registered. Call Mrs. Ingall 559-2020

504 Help Wanted Office-Clerical

502 Help Wanted Dental-Medical

RECEPTIONIST/PHYSICAL THERAPY Aide. Part time, approx. 18 to 22 hours per week. Must be organized, have a pleasant personality and previous experience helpful. Send resume to: Box 244, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED NURSES
Our growing hospital and health center is looking for Registered Nurses with 1-3 years experience to work on-call and part time. We offer an excellent salary and pleasant working conditions.
Interested applicants please call
313-4629
METROPOLITAN WEST HOSPITAL
Equal Opportunity Employer M/F

RN
Day shift for every other weekend, 8:30am to 5pm with Tues. & Thurs. Tues to 11am
Nurse Aides & Orderlies
Applications need attn. Experienced only need apply. Call
WILLIAMSBURG
Convalescent Center
21017 Middlebelt
476-6300

RN & MED TECH
Part time 3-4 days a week for private Birmingham office. RN must have experience Vena punctures & IV injections. 537-5880 646-7982

RNs
Acute Health Care Center is interviewing nurses for full and part time employment. Unique and exciting extended care facility. Excellent salaries and benefit package. For confidential interview, please call
Michelle Smith, RN, Adm.
557-7800
EVE-LINES
Afternoon & Midnights
Full time and part time
338-7161

RN'S/LPN'S
We have work! We need you!

INP
Short Term Assignments
(4 wks. plus) - Same staff/Same facility with bonus

(POOL) NURSING:
Temporary Staffing
Downtown
Detroit
Western Wayne County
Ann Arbor Area
Royal Oak
N. W. Detroit
Oakland County
Warren

COMMUNITY HEALTH
SERVICES: Home Care

RN'S/Participate in quality control of field service, insurance program, patient care orientation.
RN'S/implementation of nursing care plan.

JOIN US/H.C.P., LTD.
Call ROSA 423-6500

RN'S
NURSE AIDES
Experienced nurses & aides needed for home health care. Assignments in western Wayne & Oakland counties.
Call 651-2254

RN'S (3)
Part time, for GROVY office, 15 Mile & Lakeshore, Court hearings, Friday & August 28, One evening & alternate Saturday. Call Shirley between 8am - 4pm. 546-4177

RNS
3-11 shift
Weekends and relief. Please call Mrs. Ferguson for appointment. 261-5300.

SECRETARY
CLERK TYPIST
PART TIME
Immediate openings in Bloomfield for qualified person seeking part time employment that eventually could become full time.
SECRETARIAL requirements: typing 50 plus wpm, shorthand 100 wpm, and 2-4 years recent experience.
CLERICAL requirements: typing 40 wpm, 2 years previous clerical experience.
Apply in person:
SINAI HOSPITAL
OF DETROIT
14000 W. McNichols, Suite 413
Detroit, MI. 48235
Equal Opportunity Employer M/F

SOUTHFIELD - 15 Mile - part time medical assistant. Some experience needed. Call Cheryl Shirt for appointment. 557-1700

STUDENT NURSES & Nurse Aides needed for Live-in positions with sidewalk care. Live-in TV-Telephone. (1) Year Nursing experience required. Allen, 1-4pm. 538-5400

X-RAY TECHNICIAN- Registered, for private radiology office. Experience in filming & office work helpful. Call Gail Bish 442-8100

504 Help Wanted Office-Clerical

ACCOUNTING BOOKKEEPER - full charge. Young & growth financial services corporation needs experienced, self-motivated person for this position. Applicant must be able to work independently and meet deadlines. Salary commensurate with ability. Please send resume to: PFI, 1141 Fort Street, Lincoln Park, MI 48146.

ACCOUNTING CLERICAL - Full time. Experience in general ledger accounting, knowledge of computers helpful, college degree preferred. Fringe benefits, growing company with full benefits located at Northwestern Hwy. & Inkster Rd. Salary commensurate. Call Cheryl Shirt for appointment. 557-1700

Accounting Clerk
Experienced, diversified accounting position for responsible person with 5 years of 3 year working experience. Must have knowledge of A/R and A/P functions as well as bank reconciliation. Computer experience helpful. Salary commensurate with ability. Excellent benefits and an opportunity for career growth in growing company with a stable environment. Call Mr. Ingall, 557-7200 ext. 1 or 1-800-292-7200 (Outside Metro Area)

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - Full time. Only will be late period. Prior accounting experience preferred. Must be organized to work in accounting. Pleasant working conditions. Call Mr. Ingall, 557-7200 ext. 1 or 1-800-292-7200 (Outside Metro Area)

ACCOUNTING CLERK
Duties include accounts Payable, Data Entry, Filing & some typing. Experience with computers helpful. Typing experience is desired. Send resume/application & salary requirements to: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERKS
A major new market chain located in Northville has several open positions available for bookkeeping skills. Applicants with plus the ability to work with a CRT. Competitive salary & excellent fringe benefit package. Mail resumes to Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING
CLERK
$12,000
Will train individual with good figure aptitude or experience related to the work force with prior related experience. Plus benefits with dental, optical and company paid for.
455-7370
SHARROW RECRUITING AGENCY

ADMINISTRATIVE SECRETARY
Experienced
Accounting office in Southfield
Call Marilyn, 559-6540

AGENCY SECRETARY
Needed for Life Insurance Company in Bloomfield Hills. Secretarial & piano skills required. Salary commensurate with experience. Call Mrs. Ingall, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ANXIOUS - to shelter your work day? Part time, general clerical duties. Good typing required. Hrs. 8:30 to 1, Salary $4.50 hr. 557-7200

SECRETARY - with good typing & shorthand for Troy sales office of major brokerage company. Variety of duties. Must be quick learner. Salary $15,000 to $18,000

LEGAL SECRETARY - or shorthand reporter, for Southfield law firm. Work in beautiful offices of this reputed firm. Salary $18,000

EXECUTIVE SECRETARY - for Troy regional offices of international computer firm. Pleasant working with smooth operations. Salary commensurate with good job. Salary $15,000 plus optional benefits.
ALE FEES COMPANY PAID
Adams & Martin
Personnel
- We've Moved To
Twenty Place
1627 W. Big Beaver Rd. - Troy
649-2210

ASSISTANT
Multi-faceted person needed for small office. Good typing, telephone, bookkeeping and typing essential. Send resume and salary requirements to: P.O. Box 81, Southfield, Michigan 48037.

Assistant Rental agent for large apartment complex. General office skills necessary. Personal personality and phone skills. Must enjoy working with people and have ability to assist special resident. Bloomfield area. Call between 11 a.m. & 3 p.m. 338-1210

ATTENTION
AMBITIOUS
SECRETARIES

Several of our client companies have immediate need for your good secretarial skills. Accurate typing, good filing & legal a plus. Minimum salary $4.00 hr. Some companies reimburse your fees. Call today for a personal interview.
Dawn Lee
PERMANENT STAFF
SOUTHFIELD 353-0505

AUTOMOBILE CASHIER & Detroit office. Must be able to type 50 wpm, need to be copy. Salary commensurate. Fringe benefits. Call Dave Nagel, 559-8000

BLOOMFIELD HILLS office seeks full time entry level receptionist/clerk. Applicant should be quick to learn & responsible, have good communication skills, type approximately 40 WPM. Ability to work with figures helpful. Call to apply at 642-8220

BOOKKEEPER - accounts payable, payroll, general office management, preferred. Pleasant working with people. Salary commensurate. Hours 8:30am-12:30pm. Fox Lease Company, 1999 Austin Troy.

BOOKKEEPER for busy Farmington office. Accounts receivable, accounts payable, payroll, general ledger. Salary $15,000 to $18,000. Please send resume & salary requirements to: Box 836, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE. Must be experienced, Farmington Hills area. Manufacturing background.

BOOKKEEPER - Manufacturing firm. Must be full charge. $13-$16,000. Resume & salary.
SPELLING & SPELLING
Royal Oak 398-3150

BOOKKEEPER, part time, for busy Bloomfield Hills office. Experienced in general, accounts receivable & payable, payroll, and monthly tax reports. Must have typing skills and office skills a be willing to work regular business hours. For more information call 645-8400

BOOKKEEPER - part time. Experienced thru trial balance. 547-5772

BOOKKEEPER - Experienced only. Full time. Mon thru Fri. Experienced full cycle through trial balance. Salary commensurate. Call 354-6770, ext. 1334, between 9am - noon.

504 Help Wanted Office-Clerical

CLERK TYPIST
Part time. Light typing & other duties. Pleasant working conditions. Call 354-6770, ext. 1334, between 9am - noon.

CLERK TYPIST
Full time. Excellent typing skills required. Pleasant working conditions. Call 354-6770, ext. 1334, between 9am - noon.

BOOKKEEPER
$10,000
Professional organization. Excellent benefits, career opportunity. Computer experience helpful.
SPELLING & SPELLING
313-7313

BOOKKEEPER - 30 hrs. minimum experience, accountants office, part time. Farmington area. Salary commensurate. Resume to 29339 Bradford Rd. #132, Southfield, MI. 48076

BOOKKEEPER - 20 - 30 hours per week. Must have experience through trial balance & payroll. Prepare reports for Data Processing light typing. Please send resume to Box 242, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING EXPERIENCE necessary with jewelry background preferred. Call Mr. Jewelry manufacturer, 24 Mile-Schoolcraft. Call 474-9156

CHURCH SECRETARY
First United Methodist Church of Farmington. Part time, approx. 20 hours. Send resumes by July 30 to Bob Miller, Chairman, 33115 Grand River, Farmington, MI., 48024.

CLERICAL HELP
Part time. Southfield area. 443-7430

CLERICAL HELP
40 Hrs. 8:30am-5pm. Tray area. $3.60 to start. Call Mrs. Ingall 559-2020

CLERICAL PERSON
Diversified - office duties required. Must be good speller and typist 50 wpm accuracy. Benefits. Farmington 553-4300

CLERICAL POSITION. Full time. Good office skills required. Light typing & some typing. Apply in person July 31, Tue. 9-4 at Dr. Gerstenberger, Maple Bldg. 4775 Michigan Ave., Canton.

CREDIT & COLLECTION
Must be experienced in credit company or loan office. Good typist for checking credit. Mr. Ingall 641-5150

DIGITAL
Word Processing
Typists

Get Hired immediately! We have current openings for all states of Digital Word Processing Equipment. Typists. You'll earn top pay and work at interesting firms. Call Julie to arrange a personal interview.

CDI
Temporary Services
313-526-7830
NOT AN AGENCY NEVER A FEE

DIMENSION
OPERATORS

S.S.I. has a long term temporary assignment in Southfield for Dimension Operators. Must have typing speed of 60 wpm and a very professional appearance. It could be the 1st step to a new career!

NO FEE
Call PAT YOUNG
569-7500
Supplemental
Staffing, Inc.
The Temporary Help People

DRAFTER TRAINEE
Entry level field training company organizations. Send resume to: P.O. Box 974, Southfield, Michigan 48037.

DUPLICATING
EXPERIENCED POSITION
If you type 50 wpm, have 2 years experience & want a diversified job in a Livonia Office of Law, there is a full time position available. Must have at least 1 yr. experience working in an office. Call after 3/24. Jane 591-1363

ENTRY LEVEL SECRETARY
for Southfield mortgage company. Typical duties include typing, filing, & word processing. Mortgage experience helpful. For an appointment call Ms Hedges, 559-6200

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Needed in Farmington Hills area. Some knowledge of word processing and good shorthand and typing skills. Send resume to Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

EXECUTIVE SECRETARY
Needed for West Bloomfield manufacturer, company seeks executive secretary. Typing, dictation & word processing skills necessary. Full health package. Call Paul Geyer 851-5130

EXECUTIVE
SECRETARY

Exceptional opportunity for a secretary with Bloomfield Hills manufacturer for full executive spot. Fully paid benefits. Excellent pay for the

PERMANENT STAFF
LIVONIA 522-4210

EXECUTIVE
SECRETARY

Join the friendly team at this Bloomfield Hills manufacturer. Must have best typing and shorthand skills and previous secretarial experience. Salary is open and very competitive. Must be interested, and emotionally mature in Mr. Ouellette, P.O. Box 962, Southfield, Michigan 48037.

Plante & Moran, An Employment Agency. Recruiting for an experienced temporary receptionist.

EXECUTIVE SECRETARY
Vice President of University Relations is seeking an experienced secretary with excellent verbal & written communications skills. Must be able to type at 45-50WPM, shorthand or dictation. Must be able to work independently.

UNIVERSITY OF DETROIT,
1400 W. Outer Drive
DETROIT, MI 48221
An Equal Opportunity Employer
Affirmative Action Employer

This Classification
Continued on First
Page of Section D

504 Help Wanted Office-Clerical

ORDER PROCESSING CLERK
National printing ink manufacturer headquartered near Schoolcraft and Telegraph seeks Order Processing Clerk with experience. Candidates should be familiar with data processing, have good communication skills, accurate typing and good figure aptitude. Excellent benefits, profit sharing, steady employment and pleasant working conditions. Qualified applicants should submit resume, call 538-6100, ext. 10 for application or apply in person between 8 and 4 pm.

Flint Ink
CORPORATION
25111 Glendale
Redford, Michigan 48239
Equal Opportunity Employer

504 Help Wanted Office-Clerical

TEMPORARY ASSIGNMENTS
IMMEDIATE OPENINGS
SECRETARIES
(Shorthand/Dictaphone)
TYPISTS
(50 wpm)
KELLY SERVICES
The "Kelly Girl" People
19668 W. 11 Mile Lathrup Village
Call for Appointment
559-0300
EOE

504 Help Wanted Office-Clerical

TEMPORARY ASSIGNMENTS
NOW RECRUITING IN
PLYMOUTH
EXPERIENCED OFFICE
PERSONNEL
KELLY SERVICES
The "Kelly Girl" People
340 N. Main
Suite 204 - 2nd Floor
(Above the Plymouth Landing)
PLYMOUTH 522-4020
Call for appointment Ask for Dee - Tues., Wed., & Thurs.

502 Help Wanted Dental-Medical

TEMPORARY ASSIGNMENTS
WE NEED
EXPERIENCED MEDICAL
TRANSCRIPTIONISTS
KELLY SERVICES
The "Kelly Girl" People
FOR IMMEDIATE
Temporary
Assignments
Call Today for Appointment
Livonia 822-4020
EOE - M/F/H

504 Help Wanted Office-Clerical

SECRETARY
Guardian Industries, a highly successful growth company is seeking a dynamic Secretary for its corporate personnel department in Northville.
Responsibilities are diverse and include administering employee benefit plans, typing general correspondence, charts, tables, forms, and other Secretarial assignments. A solid secretarial background including shorthand and word processing is required. Prior experience in a fast-paced personnel environment is preferred.
Along with competitive salary, we offer a comprehensive employee benefit package. Interested applicants should forward a resume with salary history to: Robert Merrick.
GUARDIAN INDUSTRIES
43043 W. 9 Mile, Northville, Michigan 48167
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Troy Golden-Mile corporation needs a legal secretary with heavy IBM Display Word Processing experience and typing skills required.
Please send resume to:
Box 948
The Observer & Eccentric Newspapers
36251 Schoolcraft Road,
Livonia, Michigan 48150

504 Help Wanted Office-Clerical

WORD
PROCESSORS
Immediate opportunities for applicants with experience on:
- CRT
- IBM
- Lanier
- IBM 6640
- Redactor
- NBI
- Wang
- Xerox

Call office nearest you (no fee).
TROY 362-4050
DETROIT 961-4050
LIVONIA 464-4050
SOUTHFIELD 354-4050
BISTI

PHAR